

# Robert Smith

## *Para Educator II*

### PERSONAL STATEMENT

Highly motivated clerical professional with extensive experience in leading multi-cultural teams towards reaching organizational objectives. Accomplished in effectively collaborating across national, cultural, and organizational boundaries to achieve success. Experienced in leading large corporate teams with very strict budgetary and time constrictions. Strong sense of responsibility and duty based on providing the very best effort and product, managing expectations, and delivering on time expectations.

### WORK EXPERIENCE

#### *Para Educator II*

**Keystone Learning Services - 2015 - 2019**

##### *Responsibilities:*

- Results oriented professional educator specializing in children known to have social, learning, and behavioral problems.
- Proudly worked with students to reach the educational goals established by themselves, parents, teachers, administration, counselors, and national guidelines.
- Known throughout the educational community for persistence, patience, and immediate results.
- Achieved great success with assigned children.
- Repeatedly assigned to high needs children based upon proven results.
- Responsible for documenting behavioral and educational progress on a daily basis.
- Earned the trust and admiration of students, teachers, and administration due to the caring, yet persistent, nature in which I perform my duties.

#### *Para Educator*

**ABC Corporation - 2012 - 2015**

##### *Responsibilities:*

- Para educator Assisted mainstream teacher in 7-8th grade general core classes; working with special needs and at risk students.
- Academic tutor.
- Supervised students in various capacities Data entry Class room substitute teacher in lead teacher absence Organized and taught for 7th grade science field trip Recipient of Good Apple Award and NMS Master Teacher Award Office assistant Managed multi-line.
- Virginia (Ginny) Crispin Marketing Assistant, NAF 111 Malmstrom Air Force Base 406.731.3241 (Office) 1.434.738.7590 (Cell) Virginia.crispin@us.af.mil Mrs.
- Kathy Nelson English Department, Great Falls Public School District 406.868.9395 Kathy\_Nelson@gfps.k12.mt.us Mrs.
- Brook Gerard 4-H Cascade County, Horse leader Great Falls, MT 406.750.1838 Brook.gerard.ctr@malmstrom.af.mil Mr.
- Jim Loucks West Valley Band Director 509.863.8494 Jim.Loucks@wvwsd.org Personal Diana Feters 509.209.3600 Kathy Kent

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
**www.qwikresume.com**

### **SKILLS**

Microsoft office.

### **LANGUAGES**

English (Native)  
French (Professional)  
Spanish (Professional)

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

Reference - 1 (Company Name)  
Reference - 2 (Company Name)

210.260.8250 Kim Gloyd 210.995.4343.

## **Education**

Diploma - (Douglas County High School - Castle Rock, CO)